

APPLICATIONS

Each student must complete an application for certification every time they take a test. This includes retests. There is one application for certification provided in this test packet. Please make copies and distribute to each student before testing. If the student is applying for IFSAC they must go to our website www.in.gov/dhs and retrieve an IFAC application and complete it separately. They must still complete the application for state also.

PACKAGE RETURN INSTRUCTIONS

Please note that there is a UPS return label inside your test packet. When you are done with the test, please seal the packet and attach the return label to the outside. Take the packet to any UPS drop box location or flag down a UPS driver and they will return the tests to us. However, should you call UPS for a pick-up, there is a \$10 fee and you will not be reimbursed for this charge.

If you have any questions, please contact this office at 1-800-666-7784.

THANK YOU

IDHS CERTIFICATION TECHNICIANS